



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

POLICY AND RESEARCH CONSULTANT I

Job Number: 20001546

Job Code: 80540V000101

Job Group: 8000 - RESEARCH AND ANALYSIS

Job Established: 10/01/1999

Job Revised: 02/24/2006

Grade: 16 Salary (MIN - MID):

\$21,870-\$28,972 - Hourly

\$3,553.88-\$4,707.96 - 37.5 Hr. Monthly Salary

\$3,790.80-\$5,021.82 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Performs comprehensive and specialized research and analysis of public policy issues for the Governor's Office for Policy Research using a variety of standard and statistical research techniques; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

Graduate of a college or university with a master's degree.

EXPERIENCE:

Must have two years of professional experience in the development, research, planning, teaching and/or analysis of public policy issues, budget planning and implementation, governmental financial analysis or statistical analysis.

Substitute EDUCATION for EXPERIENCE:

A Ph.D. will substitute for the required experience.

Substitute EXPERIENCE for EDUCATION:

Professional experience in the development, research, planning, teaching and/or analysis of public policy issues, budget planning and implementation, governmental financial analysis or statistical analysis will substitute for the master's degree on a year-for-year basis.

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

NONE

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Is responsible for doing research and analysis on public policy issues. Utilizes the necessary resources needed to conduct research and analysis on assigned issues. Conducts socio-economic and other studies to determine the impact of potential governmental programs. Prepares a variety of presentations of research findings using print, multi-media and other formats. Prepares drafts of reports, articles, charts, graphs and other graphic and narrative material for use in presentations to interested persons and groups. Makes presentations to the Governor, Cabinet Secretaries and other officials. Consults with subject-matter experts to obtain information. Attends public meetings, legislative and congressional hearings on topics of interest. Meets with federal, state and local agencies to obtain and give information on various public policy issues. Attends seminars and special presentations on timely policy issues. Reviews printed material and electronic resources for ideas and implementation strategies. Maintains records and reports. Keeps abreast of new research in public policy areas.

UNIQUE PHYSICAL REQUIREMENTS:

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Work is primarily performed in an office setting. Some travel may be required.

ADDITIONAL REQUIREMENTS:

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.